

Proctor Final Paperwork
Fire Officer I & II
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
Telephone: 517-373-7981

Authority: 1966 PA 291

Checklist of final paperwork must be submitted by Proctor with final paperwork. Organize final paperwork as directed on the back of the BCCFS-102, Student Roster.

Check Items	Final Paperwork	FO I & II Course	FO I & II Exams
	Student Activity Record	Required	N/A
	Examination Answer Sheet	Required <i>(1 per test candidate)</i>	Required <i>(1 per test candidate)</i>
	Notification of FO I & II Examination Results	Required <i>(1 per re-test candidate)</i>	Required <i>(1 per re-test candidate)</i>
	BCCFS-102, Final Student Roster	Required <i>(copy)</i>	Required <i>(copy)</i>
	Course Evaluation	Required <i>(1 per student)</i>	N/A
	BCCFS-250, Instructor Activity and Payment	Required	N/A

Retention of Examination Booklets

	Written Examination Booklets	Unused exams should be retained. If the supply becomes too large, the Training Coordinator should dispose of them in a manner to insure test security (shred or burn).	Unused exams should be retained. If the supply becomes too large, the Training Coordinator should dispose of them in a manner to insure test security (shred or burn).
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